



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

MEMO TO: All Benefit Eligible Town Employees
FROM: Blythe C. Robinson, Town Manager
DATE: May 28, 2015
RE: **FY 2015/2016 – Open Enrollment Period**

During the open enrollment period employees may add, cancel or change their enrollments in Health Insurance, Dental, Long Term Disability and the Flexible Spending Account. Please review this memo for changes to the health, dental and FSA plans or the fiscal year starting July 1, 2015 so you can decide what you would like to do. Major changes are **highlighted in color**. ***PLEASE SUBMIT ALL CHANGES BY JUNE 12, 2015.***

Health Insurance: On July 1st the rates increase 10.9% for both the HMO Blue plan and the PPO Plan. The table below shows what the new rates will be. Please note that the premium cost share for the HMO is 75% Town/25% employee, and the PPO Plan is 60% Town/40% employee. You may switch from the HMO to the PPO only in June.

HEALTH INSURANCE RATES

<u>Plan</u>	<u>Type</u>	<u>HMO Blue</u>		<u>PPO Plan</u>	
		<u>Individual</u>	<u>Family</u>	<u>Individual</u>	<u>Family</u>
	Annual Premium	\$9,837.96	\$25,579.20	\$11,419.56	\$29,691.24
	Monthly Premium	\$819.83	\$2,131.60	\$1,055.36	\$2,743.97
	Monthly Town Share - 75%	\$614.87	\$1,598.70	N/A	N/A
	Monthly Empl. Share - 25%	\$204.96	\$532.90	N/A	N/A
	Monthly Town Share - 60%	N/A	N/A	\$633.33	\$1646.38
	Monthly Empl. Share - 40%	N/A	N/A	\$422.14	\$1097.59
	Employee Cost/Week*	\$51.24	\$133.23	\$105.54	\$274.40
	Percentage Increase	10.9%	10.9%	10.9%	10.9%

* Deductions for health insurance are taken out 4 weeks/month or 48 weeks per year.

BOARD OF SELECTMEN
Robert J. Fleming, Chairman
Kenneth E. Picard
James A. Brochu

TOWN MANAGER
Blythe C. Robinson
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Health Insurance Opt-Out Plan: All non-union employees and certain union employees may elect to opt-out of receiving Town-sponsored health insurance and receive a stipend for doing so. Beginning July 1st the stipend is either \$1,500/year for an individual plan, or \$3,000/year for a family plan. The stipend is paid monthly in the last payroll of each month. See the Town's Opt-out Policy on the website or contact Sandy or I for more information. To opt out you must fill out a health insurance form to cancel coverage, sign the opt out policy and show proof that you have another insurance plan you are eligible to join.

Dental Insurance: The Town is changing providers this year from Delta Dental to Altus Dental. Altus offers a benefit of \$1,500/year of coverage per subscriber at a lower monthly rate than Delta Dental which paid for \$1,000/year of coverage. All current subscribers must fill out a new enrollment form, as well as any employees who want to start coverage this year. The enrollment form is attached on green paper. The new rates for this benefit which is 100% employee paid are below:

<u>Plan Type</u>	<u>Monthly Cost</u>	<u>Weekly Cost</u>
Individual	\$ 45.60	\$ 11.40
Family	116.83	\$ 29.21

Flexible Spending Account (FSA): Any employee working 20 hours/week or more may enroll in the FSA account through TASC. Because the plan is year to year, **you must either fill out a new enrollment form indicating how much you would like withdrawn for the fiscal year, even if you are not changing the amount, or if you have an on line account you may self-enroll.** The limit has increased by \$50 to \$2,550 for medical expenses, however dependent care expenses remains at \$5,000.00. The enrollment form is attached on blue paper.

As a reminder, the entire amount of the benefit you choose is available to you on July 1st to be spent throughout the year. The amount is deducted in equal amounts from your paycheck over the year, and is taken out on a pre-tax basis. Any amount you do not spend at the end of the year (and the 60 day grace period after June 30th) is retained by the Town.

Long Term Disability Insurance: If you would either like to sign up for this benefit or you wish to cancel the policy you signed up for last year you must do so during the open enrollment period. This benefit is offered to eligible employees, but the Town does not contribute to the cost. The benefit covers a period of 180 calendar days in which you are eligible to have 60% of your monthly income covered up to a maximum payment of \$6,000 per month. Forms for this are available on the website and from our office.

Life Insurance: If you are interested in purchasing additional life insurance beyond the \$20,000 offered by the Town you may do so during the open enrollment period. Insurance is available

Please submit all completed paperwork to the Town Manager by June 12, 2015.

up to \$300,000 and depending on how much you choose you may be required to take a physical exam.

If you have had an event take place during the year that would cause you to want to change your beneficiaries (birth of a child, death, marriage or divorce) please contact our office to fill out a new form and update your beneficiaries. Whoever is on file as your beneficiary (ies) will receive the benefit upon your death.

Copies of all of the forms you might need are available on the Town website (except health insurance). The link to those forms is:

http://www.uptonma.gov/Pages/UptonMA_HR/foremployees/insurance.

Should you have any questions about this change or would like to make changes to your enrollment status please do not hesitate to contact either Sandy or myself for assistance.

Please submit all completed paperwork to the Town Manager by June 12, 2015.